

REPLY TO  
ATTENTION OFDEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

March 20, 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Certain Foreign Allowances

The Department of State (DOS) has implemented changes in the Department of State Standardized Regulation (DSSR) for certain foreign allowances and delegated the authority for approving these changes to the heads of agencies. The Department of Defense (DoD) further delegated the authority for approving these allowances to the Service components. In turn, to support our efforts to streamline processes and eliminate levels of review where prudent, Major Army Commands (MACOMs) are hereby delegated the authority to approve certain foreign allowances as indicated in this memorandum.

The DSSR gave agencies the authority to extend the Foreign Transfer Allowance (FTA) for additional days based upon unusual circumstances for employees transferring from the continental United States to a foreign area. When unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the allowable 10-day limit established by the DOS, the agency may permit additional days beyond the 10-day limit. Effective immediately, **1** MACOMs are hereby delegated authority to extend the 10-day limit for FTA. This authority may not be further delegated. Commanders are cautioned to use appropriate judgment and ensure consistency when using this authority.

In June 1999, the DSSR was changed to permit payment of both Living Quarters Allowance (LQA) and Temporary Quarters Subsistence Allowance (TQSA) for up to five days after vacating residence quarters because heavy cleaning is required by the real estate agent and/or the lessor. Effective **2** immediately the authority to approve simultaneous payment of TQSA and LQA is delegated to the MACOMs. This authority may be further delegated but cannot be delegated below the local Commander.

The Civilian Personnel Manual 1250, Overseas Allowances, paragraph E, 1(2)(b), authorizes head of agency waivers for LQA for locally hired U.S. citizen employees when unusual circumstances exist or when one of the following situations exists:

- a. Death of the sponsoring spouse;
- b. Sponsoring spouse becomes physically or mentally incapable of continuing employment with the Government;
- c. Divorce or legal separation;
- d. Sponsoring spouse left the post or area permanently;
- e. Spouses could not maintain a common dwelling due to the relocation of either spouse's work place;
- f. The employee is an incumbent of a position designated as emergency essential in accordance with DoD Directive 1404.10 (reference (e)).

**3** Effective immediately, MACOMs are delegated the authority to approve waivers for LQA when unusual circumstances exist or when situations a through f, above exist. Commanders are cautioned to carefully and judiciously administer this waiver authority. This authority cannot be further delegated.

**4** The authority to approve Separate Maintenance Allowances (SMA) has been delegated to the MACOMs by an earlier memorandum dated April 27, 1984. This memorandum updates that policy by

maintaining the approval for SMA at the MACOM level. This authority cannot be further delegated. However, recommend MACOMs coordinate work with the overseas command so the approval is within the boundaries set by the overseas command. This will ensure accuracy and consistency if the employee transfers at a later date to another overseas command.

If you have additional questions or concerns, the point of contact is Ms. Neva Christine Cejka. She can be reached at (703) 325-9977 or DSN 221-9977, e-mail [Chris.Cejka@asamra.hoffman.army.mil](mailto:Chris.Cejka@asamra.hoffman.army.mil).

**//original signed//**

David L. Snyder  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

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**CF:**  
**DIRECTOR**  
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**KOREA REGION CPOC**  
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**September 22, 2000**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Clarification of Delegation of Authority to Approve Certain Foreign Allowances

Reference my March 1, 2000, memorandum, subject: Delegation of Authority to Approve Certain Foreign Allowances.

Questions have been received from Major Army Commands (MACOMs) as to the authority they now have to approve Living Quarters Allowance (LQA) waivers.

Referenced memorandum does not negate the authority given in Department of Defense 1400-M.25, Subchapter 1250, Paragraph F.1.a., to approve LQA waivers "...for locally hired U.S. citizen employees when, but for the conditions surrounding employment, the employee would be residing in the United States. One of the following situations must have occurred..."

Referenced memorandum delegated an additional authority to MACOMs to approve waivers for the requirements under 031.12(b) of the Department of State Standardized Regulation. Until referenced memo was issued, MACOMs could only recommend approval of waivers for the requirements when unusual circumstances existed.

Commanders are cautioned to carefully and judiciously administer this waiver authority. This authority may not be further delegated.

If you have additional questions or concerns, the point of contact for this action is Ms. Nancy Sutman. She may be reached at commercial (703) 325-9986, DSN 221-9986, e-mail [Nancy.Sutman@asamra.hoffman.army.mil](mailto:Nancy.Sutman@asamra.hoffman.army.mil).

**//original signed//**

David L. Snyder  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

**Enclosure**

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**OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MR WILLCHER)**  
**OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (COL SHEA)**